CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW85/					
Classification Specification: CROSS CONNECTION CONTROL INSPECTOR					
Salary Range: NR32					
Position Description: <u>Cross Connection Control Inspector</u>					
Incumbent:					
Location: Public Works Operations – Water Division					

GENERAL PURPOSE:

Under the direction of the Water Superintendent, or designee, perform inspections of existing public and private water systems within the City and franchise areas to protect these water systems from contamination via cross connection; and oversee a cross connection control program required by Washington State Administrative Code 246-290-490 as amended.

Work is characterized by performing independent, routine, and sometimes specialized, technical duties requiring the ability to make decisions and take responsibility for such decisions. Duties include, but are not limited to, performing field inspections of water systems; implementing and maintaining inspection files and records; communicating with property owners, internal departments and personnel, external agencies, etc.; and attending meetings as required.

Work is performed under general supervision. The supervisor defines objectives, priorities, and deadlines; and assists employee with unusual situations, which do not have clear objectives or precedents. The employee plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures, and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Implement and maintain a computerized cross connection control program and database to track and inspect all existing cross connections within the City and franchise areas.

Inspect installations of existing cross connection control assemblies coordinating with other City inspectors, contractors, and property owners.

Investigate water quality concerns where backflow is suspected.

Evaluate existing service connections for backflow hazards, schedule inspections, and perform inspections of those hazards. Inspect existing assemblies to assure compliance with current codes and ordinances.

Keep current records of all backflow preventer testing, air gaps installed in-lieu of approved backflow preventers, test kit calibration, and tester certification of all backflow

assembly testers performing tests within the City of Kent.

Coordinate with Building Services on issues concerning cross connection control and assemblies within buildings to assure compliance with codes.

Prepare an annual report to the Washington State Department of Health on the progress of the City's Cross Connection Control Program.

Design and gather educational material for City of Kent residences, business owners, and employees on Cross Connection Control and backflow.

Communicate with the public as necessary; investigate and resolve complaints; communicate with City departments, personnel, and outside agencies to coordinate efforts and exchange information.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Knowledge of Cross Connection Control Programs
- City codes, WAC 246-290-490 (as amended), and other applicable regulations related to construction inspection of backflow assembly installations
- Technical aspects of field of specialty
- City water utilities
- Proper Public Works inspection methods
- City organization, operations, policies, and objectives
- Applicable health and safety regulations
- Methods, procedures, and materials used in construction of water systems
- Backflow Assembly Testing procedures
- Computer software programs including, but not limited to, Microsoft Outlook, Word, Excel, Access, Visio, Hansen, ArcView, KIVA, and Adobe Acrobat
- Recordkeeping techniques
- Research and analytical methods, practices, and procedures

SKILLED IN:

- Using interpersonal relations in a tactful, patient, and courteous manner
- Effective oral and written communications
- Establishing and maintaining cooperative and effective working relationships with others
- Correctly using English grammar, spelling, punctuation, and vocabulary
- Maintaining accurate records and preparing routine reports and correspondence
- Effectively planning and organizing work
- Remaining professional when dealing with hostile and/or irate contractors, owners, and citizens
- Anticipating problems in advance of its occurrence and eliminating them where possible

ABILITY TO:

- Oversee an effective cross connection control program
- Inspect, identify, and report defects/deficiencies in public and private water systems and corrections necessary to assure conformance to established standards as related to cross connection control and water systems
- Research, review, and understand public and private water systems for inspections
- Work from construction plans, blue prints, site drawings, sketches, and electronic files
- Understand backflow assembly testing procedures and installation practices
- Perform moderate physical labor including, but not limited to, climbing down manholes, inspecting pipes, climbing water tanks, walking on irregular terrain, lifting off manhole lids, etc.
- Read, interpret, and apply laws, codes, rules, regulations, policies, and procedures
- Interpret laboratory analysis
- Read and interpret construction drawings, plans, and specifications
- · Communicate effectively both orally and in writing
- Analyze situations accurately and adopt an effective course of action
- Apply common sense understanding to interpret and carry out instructions furnished in written, oral, diagram, sketch, or schedule form
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists
- Plan, organize, and prioritize work assignments to meet schedules and timelines
- Work independently with minimal direct supervision
- Operate a personal computer and related software
- Maintain records and prepare reports
- Observe legal and defensive driving practices
- Work effectively on multiple projects concurrently
- Effectively present information in one-on-one situations to the supervisor and/or other employees of the City and to respond to inquiries from property owners or the public
- Add, subtract, multiply, and divide using whole numbers, common fractions, and decimals; calculate figures and amounts such as proportions, percentages, area, circumference and volume; apply concepts of basic algebra and geometry

EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from high school supplemented by two (2) years of vocational training

or trades school in water distribution repair or maintenance, cross connection

control survey, or related field; and

Experience: Two (2) years of increasingly responsible operation of water systems and/or

water distribution systems.

Or: In place of the above requirement, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Cross Connection Specialist Certificate with current validation card

- Valid First Aid/CPR card, or the ability to obtain within thirty (30) days of employment
- Successful completion of the Confined Space Training as required by WAC 296-62-14511 within sixty (60) days of employment
- New employees must successfully pass the City's pre-employment substance abuse screening, physical agility, and back examination
- New employees must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and all employees must maintain an excellent driving record
- Backflow Assembly Tester Certification (BAT)

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer and related software, telephone, cellular phone, pager, fax machine, copy machine, and calculator.

The incumbent is also required to operate a City vehicle to travel to and from inspection sites.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; and talk or hear normally with or without mechanical assistance. The incumbent is frequently required to sit, stand, walk, and reach with hands and arms, The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The incumbent is frequently required to lift and/or move up to 50 pounds and occasionally required to lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an indoor/outdoor field environment and in an indoor office environment. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and high, precarious places. The employee is frequently exposed to fumes or airborne particles, outside weather conditions, and risk of electrical shock. The employee is occasionally exposed to vibration. The incumbent is subject to driving from site to site; and may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate in the office and loud in the field.

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SIGNATURE	ES:			
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Incumbent's Signature		Date	Supervisor's Signature	Date
Approval:				
Department Director/Designee Date		Date	Employee Services Director/Designee Date	
** Note:	: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if t duties of this position are changed significantly.			

Revised: 2/1/04; 2/7/08